

## Press Release September 28, 2007

# National Archives Adjusts Court Records Copy Fees

Washington, DC...The fees are being changed to reflect current costs of providing the reproductions. This is the first fee increase in more than a decade.

As of October 1, 2007, fixed-fee packages for reproductions of commonly-requested court records using the National Archives order forms will be as follows:

Type of Record	Order Form	Fee
<b>Small Packages:</b>		
Bankruptcy – Preselected Documents: <ul style="list-style-type: none"><li>• Discharge of Debtor (or Order of Dismissal or Final Decree)</li><li>• Voluntary Petition</li><li>• Summary of Debts and Property</li><li>• Schedules D, E and F</li></ul>	NATF Form 90	\$25.00
Bankruptcy – Docket Sheet	NATF Form 90	\$25.00
Civil – Docket Sheet	NATF Form 91	\$25.00
Criminal – Preselected Documents: <ul style="list-style-type: none"><li>• Commitment or Probation/Commitment Order or Sentence</li><li>• Indictment</li></ul>	NATF Form 92	\$25.00
Criminal – Docket Sheet	NATF Form 92	\$25.00
Court of Appeals – Docket Sheet	NATF Form 93	\$25.00
<b>Large Packages:</b>		
Bankruptcy – Entire Case File	NATF Form 90	\$70.00
Civil – Entire Case File	NATF Form 91	\$70.00
Criminal – Entire Case File	NATF Form 92	\$70.00
Court of Appeals – Entire Case File	NATF Form 93	\$70.00

Entire Case Files that exceed 150 pages will be billed as a large package (\$70.00) plus a labor charge billed in 15-minute increments. Large packages that exceed one box will also incur a \$10.00 handling fee for each additional box.

Walk-in customers may request case files at National Archives facilities, flag documents within the case file, and request individual copies of these documents. This service will cost \$0.90 per page with a \$10.00 minimum handling fee for each box retrieved. This option is not available to off-site customers.

For fastest service, off-site requestors are encouraged to use NARA's [Order Online!](#). Requests can also be made via U.S. Mail or fax by submitting the appropriate forms found on our [Access to Bankruptcy and Other Court Case Files web pages](#), along with the correct payment. Additional information about Court copies can be found [online](#), by e-mailing [frc@nara.gov](mailto:frc@nara.gov) or by calling 301-837-3176.

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For Press information, please contact the National Archives Public Affairs staff at 202-357-5300.

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

## ORDER FOR COPIES OF CIVIL CASES

### Copy Packages Available

**Entire Case File:** Includes all documents in a case file.

**Docket Sheet:** A list of documents filed in a civil action; an outline of the case.

**\*Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

If you do not want the **Entire Case File** copied, please make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.

**To make an appointment to review the file, call us: 215-305-2001 or 2020, Monday-Friday (excluding Federal Holiday), 8:00 am to 4:30 pm. No appointments after 3:00 pm.**

### General Information

- Use a separate NATF Form 91 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow **3-5** business days from receipt of payment for processing your order.
- When paying by check or money order for any mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff at the number shown above or visit us at [www.archives.gov](http://www.archives.gov).

#### PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

#### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0063. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**

# ORDER FOR COPIES OF CIVIL CASES

**1. LOCATION**

NARA – Mid Atlantic Region  
14700 Townsend Road  
Philadelphia, PA 19154  
Fax: 215-305-2039 or 215-305-2038

**2. AREA SERVED**

Delaware, Maryland, Pennsylvania, Virginia, West Virginia

**3. SELECT COPY PACKAGE ( select only one)*****Copy Package Not Certified***

- ☐ Entire Case File — **\$70.00** (150 page maximum)  
☐ Docket Sheet — **\$25.00**

***Copy Package Certified***

- (Certification for fax copies is not available)  
☐ Entire Case File Certified — **\$85.00**  
☐ Docket Sheet — **\$40.00**

**4. CASE INFORMATION (obtain from the court in which the case was filed)**

COURT LOCATION (city &amp; state)

CASE NAME(S)

CASE NUMBER

TRANSFER NUMBER

BOX NUMBER

LOCATION NUMBER

**5. DELIVERY METHOD (select only one)**

- ☐ Fax - 25 page limit    ☐ Mail    ☐ FedEx (additional \$25.00)    ☐ Charge Fed Ex Account - # \_\_\_\_\_

**6. YOUR DELIVERY INFORMATION****MAIL COPIES TO:**

NAME

ADDRESS

APT. # / SUITE #

CITY

STATE AND ZIP

DAYTIME TELEPHONE NUMBER

**FAX COPIES TO:**

FAX NUMBER

ATTENTION

DAYTIME TELEPHONE NUMBER

**7. YOUR PAYMENT INFORMATION*****Credit Card***

CARD TYPE

- ☐ VISA    ☐ MasterCard    ☐ American Express    ☐ Discover

ACCOUNT NUMBER

EXPIRATION DATE

NAME ON CARD

SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order can not be processed if one of these two items is not provided.

***Check or Money Order***

Make your check or money order payable to:

**National Archives  
Trust Fund (NATF)**

Mail your request with payment to the address shown in block 1 at the top of this page.

**NARA USE ONLY**

SEARCHER

DATE

PAYMENT:

☐ Paid

REMARKS

☐ Review – Date:

Time:

Check # \_\_\_\_\_